

SECRET

STATISTICAL REPORT OF ISB ACTIVITIES
FOR FEBRUARY 1955

Visual Aids Section

1. Received a total of 32 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the artwork and shop work on a total of 128 items, including sketches, graphs, drawings, placards, signs, posters, and display items, of which:
 - a. Four projects totaled 40 man-hours or more.
 - b. One project totaled 80 man-hours or more.
 - c. One project totaled 160 man-hours or more.
 - d. Two projects involved artwork and production of display materials.

Map Training Officer

1. Number of requests for maps or services -- 35
2. Number of map sheets distributed: In OTR, 140
Outside OTR, 11
3. Number of photographs distributed - 72
4. Number of reference requests - 2
5. Consulted with instructors on 1 occasion concerning training aids and content of courses.
6. Attended the Basic Management Course No. 12, 40 hours.
7. Presented 10 hours tutorial instruction in Map Reading.

Editorial and Reproduction Section

1. Edited 3 special instructional projects; total pages 96.
2. Edited, typed, processed and distributed 18 administrative communications from office of DTR.
3. Processed 22 requests through Printing and Reproduction Division/LO.
4. Reproduced internally, 76 requests from offices of OTR; 370 masters and/or stencils.
5. Completed 7 requests for thermofax copies of 34 originals; 34 copies.

Audio Aids Section

1. Number of requests handled: 111 covering 160 items.
2. Number of films procured: 101
3. Number of films projected: 75
4. Number of sound recordings made: 288 hours.
5. Number of preventative maintenance checks made: 121
6. Number of emergency checks made: 26

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Library Services Section

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- (a) Book charges: 178
- (b) Document charges: 321
- (c) Periodical charges: 51
- (d) Book accessions: 571 (including LC Surplus)
- (e) Periodical accessions: 6
- (f) Classified document accessions: 8,000
- (g) Inter-library loans: 117
- (h) GUIDE requests: 75
- (i) Books ordered: 115
- (j) Post report charges: 25
- (k) Vertical file charges: 5

2. Serviced the sub-library collections in the following volume:

(a) Library

Reference requests: 22
Research requests: 8
Book accessions: 150
Document accessions: 358

(b) Other Collections

A&E Staff: 1
Clerical training: 1
LETS: 463 (including LC Surplus)
Management training: 8
P/TD: 5
S/TD: 33
Reading Improvement: 0

B. Reference, Research, and Bibliographic Functions

- 1. Processed 110 reference requests.
- 2. Processed 15 research requests totaling 28 man-hours.
- 3. Conducted research and prepared 1 bibliography containing a total of 168 entries.
- 4. Published 2 issues of the Instructors' Guide containing a total of 220 annotated items